City of Miami
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Questions	Possible Problems	Potential Discomfort	Recommended Solutions
Are frequently lifted items located between knee and shoulder height? ☐ NO ➡ ☐ YES ▼	**Risk Factor: Awkward Postures** Especially bending, stooping, kneeling and reaching.	Low Back Upper Back and Shoulder Knee	• Rearrange shelves to maximize storage at a convenient height. • Provide additional open work surfaces at waist height for temporary storage of items.
Can items be brought close to the body before being lifted? ☐ NO ➡ ☐ YES ▼	**Risk Factors: Force** combined with **Awkward Posture** Lifting away from the body increases load on the low back and results in reaching and bending.	Low Back Upper Back and Shoulder Knee	• Slide objects close to you before lifting. • Remove obstacle over which you would have to lift. • Use smaller containers which can be brought closer to your body.
Is lifting from the floor avoided as much as possible? ☐ NO ➡ ☐ YES ▼	**Risk Factor: Awkward Postures** Especially bending, stooping, kneeling and reaching.	Low Back Upper Back and Shoulder Knee	• Store frequently used items on shelves. • Use a hand truck to move objects which are stored at floor level. • Unload containers rather than lifting while full.
Are the weights of loads to be lifted minimized? ☐ NO ➡ ☐ YES ▼	**Risk Factor: Force** The weight of the load directly determines the amount of force required to lift, carry, push and/or pull it.	Low Back Upper Back and Shoulder Knee	• Break down large loads into smaller parts before moving. • Use smaller containers for storage.
Are items stored close to where they will be used to reduce carrying distances? ☐ NO ➡ ☐ YES ▼	**Risk Factor: Sustained Exertions** Carrying loads long distances can result in muscle fatigue and strain.	Low Back Upper Back and Shoulder Forearm and Hand Knee	• Created storage space to keep supplies near equipment (e.g.- printer stands with shelves for reams of paper). • Use carts and hand trucks to move supplies when storage cannot be created.

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Are mechanical assistance devices (carts, hands trucks) available to help eliminate lifting and carrying by hand? ☐ NO ➡ ☐ YES▼	**Risk Factor: Force** When assistive devices are not readily available, employees may attempt to lift loads beyond their physical capability.	Low Back Upper Back and Shoulder Knee	• Slide items from shelves to the top of a cart at the same level to avoid lifting. • Have a number of carts available to use in place of carrying by hand. • Use a hand truck to move objects which are stored at floor level. • Use rollers for loading and unloading packages in the mail room.
Are co-workers available to help with heavy, awkward or repetitive lifting tasks? ☐ NO ➡ ☐ YES ▼	**Risk Factors: Force and Repetition** Loads that could easily be handled by a team of workers may be overwhelming for an employee working alone.	Low Back Upper Back and Shoulder Knee	• Encourage teaming up when lifting large containers that cannot be broken down. • Have several employees lift a few boxes each rather than a single employee lifting repetitively.
Are employees trained in proper lifting procedures? ☐ NO ➡ ☐ YES ▼	**Risk Factors: Force and Awkward Postures** Untrained workers may adopt poor postures or use more force than is necessary when lifting.	Low Back Upper Back and Shoulder Knee	Train employees to: • Lift with the load close. • Minimize twisting by moving their feet. • Push rather than pull loads. • Use mechanical aids properly. • Ask for help if something is too heavy.
Are jobs designed so that lifting is only one of a variety of tasks? ☐ NO ➡ ☐ YES ▼	**Risk Factors: Repetition** Jobs with lifting as the only task may not allow for enough rest and recovery time, resulting in fatigue and an increased risk of injury.	Low Back Upper Back and Shoulder Knee	• Assign lifting tasks to a number of employees who are physically capable. • Redesign lifting position to include less physically demanding tasks (e.g.-some desk work). • Use mechanical assistance to reduce or eliminate lifting.